



West Lafayette Farmers Market (WLFM)

2016 Market Assistant Job Description

Date Posted: March 28, 2016 Applications Due: April 30, 2016

Hours: Part-time position

(Expected to be at all markets: Wednesdays May-October, 2 pm – 7:30 pm,

Applicant must be 16 years or older and have a valid driver's license.

The Market is open Wednesdays, May through October in Cumberland Park at 3065 N. Salisbury Street, West Lafayette, IN. Thanksgiving market the day before Thanksgiving, 3-5 pm.

Responsibilities and Duties

The duties of the Market assistants include assisting all market activity including but not limited to:

- ☐ Prepare market set up including tables, chairs, tents, road cones and signs
- ☐ Man the information booth signing customers up for market bags, answering questions, selling drinks.
- ☐ Survey vendors regarding credit card and social media use and acceptance of WIC coupons so we can help promote their business
- ☐ Distribute materials to vendors.
- ☐ Assist customers, as needed, with carrying products to their car.
- ☐ At the end of market operations, remove road cones and signs, assist the removal of trash and litter, and other tasks necessary to close the market.
- ☐ Uphold the values of a safe and welcoming marketplace to customers and vendors
- ☐ Work together with the Market Master and Staff.

Preferred Qualifications and Skills

- ☐ Physical ability to perform tasks listed above also including easy movement around the Farmer's Market and lifting objects up to 50 pounds.
- ☐ Great customer service skills and friendliness
- ☐ Strong communication skills
- ☐ Some bookkeeping skills
- ☐ Ability to work quickly and efficiently as part of a team
- ☐ Ability to work independently and problem solve
- ☐ Enthusiasm for local community

Application Process

We ask that interested applicants fill out the following application and email it to wlaf.farmersmarket@gmail.com or mail it to the address listed. We look forward to reviewing your application!